

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
NEW KIRTLAND AIR FORCE BASE,
MEXICO 87117-5606**

KAFB INSTRUCTION 36-803

22 OCTOBER 1997

Personnel

**ENVIRONMENTAL AND HAZARD
DIFFERENTIAL PAY**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Kirtland Web site: <http://www.kirtland.af.mil>. If you lack access contact the Publishing Office (377 CS/SCSP).

OPR: 377 MSS/DPCC (John C. Houha)
Supersedes KAFBR 40-8, 16 December 1988
(See Summary of Revisions)

Certified by: 377 MSS/DPC (Timothy E. Stenmark)
Pages: 3
Distribution: F

This instruction implements Air Force Policy Directive 36-803, *Employee Benefits and Entitlements*, and establishes responsibilities and procedures for supervisors of civilian employees paid from appropriated funds to request compensation for subordinates for performing hazardous duties. This instruction applies to all organizations serviced by the Kirtland Air Force Base (KAFB) Civilian Personnel Flight (CPF).

SUMMARY OF REVISIONS

This revision deletes references to nonappropriated fund positions and updates references.

1. Environmental and Hazard Differential Pay.

1.1. Environmental differential pay (EDP) for Federal Wage System (FWS) employees and hazardous duty pay (HDP) for General Schedule (GS) employees are additional pay for exposure to hazards, physical hardships or working conditions of an unusually severe nature which cannot be practically eliminated by preventive measures such as safety equipment and protective clothing. EDP and HDP are not substitutes for safe work practices, and they are not paid for the usual and customary hazards of a trade or craft. EDP and HDP are not authorized in situations where employees fail or refuse to comply with safety practices and procedures. This compensation is authorized for FWS employees under Title 5 Code of Federal Regulations (CFR) Subchapter 532 and under Title 5 CFR Subchapter 550 for GS employees.

1.2. Whenever an unsafe or unhealthy working condition is identified, the first course of action must be an attempt to eliminate the condition. 377th Air Base Wing Safety (377 ABW/SE) and Bioenvironmental Engineering (377 AMDS/SGPB) personnel are available to assist managers in eliminating or reducing these working conditions.

1.3. If the hazardous working condition is taken into consideration in the classification of the position according to the position classification standard or the job grading standard, EDP and HDP do not apply. Differential payment is not a substitute for compliance with Air Force safety and health standards, and it does not relieve management of its obligation to continue to try to find ways to practically eliminate hazardous working conditions.

2. Responsibilities.

2.1. Supervisors and Management Officials .

2.1.1. Identify hazardous work situations in their organizations.

2.1.2. Make continuing efforts to practically eliminate hazards by improving work procedures, issuing protective clothing and equipment, installing environmental controls, and similar actions. Failure of a supervisor to enforce the use of safety equipment or negligence on the part of an employee to use safety equipment is not a cause for the payment of EDP or HDP but is a basis for taking disciplinary actions against the supervisor or the employee.

2.1.3. Request payment of EDP or HDP for employees exposed to hazards.

2.1.4. Document the day and time of actual exposures to hazardous work situations on employees' time and attendance forms.

2.1.5. Notify the CPF of any changes to hazardous work situations

2.2. Civilian Personnel Flight (377 MSS/DPC).

2.2.1. Is the office of primary responsibility for EDP and HDP requests and authorizations.

2.2.2. Evaluates hazardous work situations.

2.2.3. Requests technical evaluations by Bioenvironmental Engineering and Safety of hazards, physical hardships or working conditions.

2.2.4. Approves or disapproves EDP or HDP requests based on the recommendations of CPF position classification specialists, Bioenvironmental Engineering and Safety personnel.

2.2.5. Establishes and maintains current files of EDP and HDP work situations, AF Form 683, *Request for Approval of Environmental Differential Pay*, and the attached position descriptions.

2.3. Civilian Payroll (377 CPTS/FMFPC).

2.3.1. Allocates payments of EDP and HDP to authorized employees.

2.3.2. Receives and maintains listings of positions and employees authorized to receive EDP or HDP payments.

2.3.3. Follows the reporting requirements outlined in the Air Force Materiel Command's supplement to the Air Force's supplement to the Federal Personnel Manual Supplement 532-1.

2.4. Time and Attendance Reporting Clerks.

2.4.1. Receive and annotate the time and attendance forms with the proper EDP or HDP code and the corresponding percentage of time worked.

2.4.2. Establish and maintain EDP files to record actual exposures. The records include the dates and the times the exposures began and ended; the rates or differentials; and the total number of

hours of differential earned. If an employee is authorized different degrees of differential pay each exposure must be documented.

2.4.3. Establish and maintain EDP files to record hazard pay for GS employees who are not usually exposed to hazards in carrying out the duties of their positions. The percentages payable are for all the hours the employees were in a pay status on the days the exposures occurred.

3. Requesting or Terminating EDP or HDP.

3.1. Requests for EDP and HDP are initiated by management through the chain of command, coordinated by the organization commander, and submitted to 377 MSS/DPC for evaluation.

3.2. Requests for EDP for FWS positions are submitted on AF Form 683. Each hazard, physical hardship and working condition must be submitted on a separate form. The forms are filled out for the positions, not the employees. When more than one employee is assigned to a position description, pencil the names of the employees working the hazardous duties in the top margin of the form. Block 6 must clearly indicate the nature of the hazard. It must justify why the hazard still exists. The request must list the appropriate EDP category (Block 8) and the corresponding differential rate (Block 9). Block 8 must properly identify the applicable 5 CFR reference, EDP category number, and the clear text title of the assigned EDP category as listed in 5 CFR Subchapter 532.

3.3. When a hazard is practically eliminated, management must submit a termination of EDP on an AF Form 683 to 377 MSS/DPC with a description of the corrective action in Block 7.

3.4. Requests for HDP for GS positions are submitted on AF Form 683. Each hazard, physical hardship and working condition must be submitted on a separate form for each position and hazard. It must describe the nature of the hazard and why it exists.

3.5. DPC approves or disapproves the requests.

4. EDP and HDP Work Situations Not Defined in the FPM.

4.1. Managers who identify hazards of a severe nature which are not defined in Title 5 CFR or Title 5 United States Code may initiate requests for additions, changes or deletions of approved work situation categories.

4.2. The requests are submitted to 377 MSS/DPC for review. They are processed through command channels to Headquarters Air Force (AF) for approval.

5. Grievances. EDP and HDP decisions may be grieved by nonbargaining unit employees under provisions of AF Instruction 36-1203, *Administrative Grievance Systems*, or by bargaining unit employees under the provisions of the negotiated grievance procedure.

STEVEN J. WITT, Lt Col, USAF
Commander, 377th Mission Support Squadron